



ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D.C. 20301-1400

68

26 JUN 1997

PUBLIC AFFAIRS

MEMORANDUM FOR DIRECTOR, PENTAGON TOURS

SUBJECT: Memorandum of Appreciation, Joint Civilian Orientation
Conference 60 (JCOC 60)

Please express my sincere appreciation for the responsive and dedicated support provided to the Joint Civilian Orientation Conference 60 by those tour guides named on the attached list.

Specifically, (b)(6) provided invaluable assistance while assembling this year's nomination packages. The Secretary of Defense receives several hundred nominations which are used extensively in the selection process and in preparations for the program.

A few days before the start of the conference (b)(6) helped to collate the information binders for this year's participants and cadre, an exacting job involving the precise assembly of more than 20,000 pieces of paper.

On Sunday, May 4, 1997 (b)(6) escorted prominent guests of the Secretary of Defense at the JCOC welcome dinner at the Willard Intercontinental Hotel in Washington, D.C.

At the Pentagon on Monday, May 5, 1997 (b)(6) and, for the third time, (b)(6) conducted VIP tours of the Pentagon for the 60 JCOC participants.

Please express my gratitude to each of them. The extra time taken in addition to their regular duties was greatly appreciated. Their professionalism, bearing, and enthusiastic support were truly representative of the best of our Armed Forces and helped contribute to a successful conference.

Kenneth H. Bacon
Assistant Secretary of Defense
for Public Affairs

Attachment:
As stated

TOUR GUIDE SUPPORT
JOINT CIVILIAN ORIENTATION CONFERENCE 60

(b)(6)

